



JOB ANNOUNCEMENT

POSITION: Elections Specialist (Temporary Part-time)

LOCATION: County of Stanly Elections Department
Stanly County Commons
1000 North First Street
Albemarle, NC 28001

SALARY: \$10.25 hourly

HOURS: 8:30 a.m. – 5:00 p.m., 22.5 hours per week
(Hours will vary during election cycles)

SPECIFICATION: Performs a variety of administrative and technical duties such as assistance with data entry, processing of absentee ballots, recruitment of precinct officials, voter outreach & education, and pre and post-election tasks.

DESIRABLE EDUCATION AND EXPERIENCE: High School Diploma along with administrative experience including public contact and customer service and technical knowledge in word processing programs; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS: North Carolina Class C Driver's License. Night and weekend hours required.

RECRUITMENT PERIOD: October 5, 2015 through 5:00 p.m. October 16, 2015

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Stanly County Workforce Center, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183 All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Stanly County is an Equal Opportunity Employer.

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001